

United States Environmental Protection Agency POSITION DESCRIPTION COVERSHEET		1. DUTY LOCATION Washington, DC		2. POSITION NUMBER	
3. CLASSIFICATION ACTION: a. Reference of Series and Date of Standards Used to Classify This Position <i>ENVIRONMENTAL Protection Specialist Series GS-0029, TS-133 March 1995, PESTS-134 7/15/08</i>					
	b. Title	c. Service	d. Series	e. Grade	f. CLC
Official Allocation	Environmental Protection Specialist	GS	028	11	
4. SUPERVISOR'S RECOMMENDATION	<i>ENVIRONMENTAL Protection Spec GS</i>		<i>028</i>	<i>11</i>	
5. ORGANIZATIONAL TITLE OF POSITION (if any) Environmental Protection Specialist		6. NAME OF EMPLOYEE Matthew Klasen			
7. ORGANIZATION (give complete organizational breakdown)					
a. U.S. ENVIRONMENTAL PROTECTION AGENCY		e. Analytical Products Branch			
b. Office of Environmental Information		f. Washington, DC			
c. Office of Information Analysis and Access		g.			
d. Environmental Analysis Division		h. Organization Code 28422000			
8. SUPERVISORY/MANAGERIAL DESIGNATION					
<input type="checkbox"/> [S] First or Second level supervisor: An individual who performs supervisory work and managerial responsibilities that require accomplishment of work through combined technical and administrative direction of others and meets the requirements for coverage as described in the General Schedule Supervisory Guide. <input type="checkbox"/> [A] An individual (as defined in Section 7103(a)(10) of Title V of the U.S. Code) who is authorized to hire, direct, assign, promote, reward, transfer, lay off, suspend, discipline, or remove one or more employees, or effectively recommend such action. The exercise of this responsibility is not routine or clerical in nature, but requires the consistent exercise of independent judgment. <input type="checkbox"/> [M] A manager who directs the work of an organization; is accountable for the success of line or staff programs; monitors, evaluates, and adjusts program activities; and performs the full range of duties outlined in the General Schedule Supervisory Guide. May also include deputies who fully share responsibility for managing the organization or who serve as an alter ego to the manager. <input type="checkbox"/> [B] A management official (as defined in Section 7103(a)(11) of Title V of the U.S. Code) who formulates, determines or influences an organization's policies. This means creating, establishing, or prescribing general principles, plans, or courses of action for an organization; or bringing about a course of action for the organization. Management officials must actively participate in shaping the organization's policies not just interpret laws and regulations give resource information or recommendations or serve as experts or highly trained professionals who implement or interpret the organization's policies and plans. <input type="checkbox"/> [T] "Team Leader" This position meets the requirements for coverage under Part II of the General Schedule Leader Grade Evaluation Guide. <input checked="" type="checkbox"/> [N] None of the above applies. This is a non-supervisory/non-managerial position.					
9. SUPERVISORY CERTIFICATION I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships and that the position is necessary to carry out governmental functions for which I am responsible. The certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Guy Tomassoni, Chief, Analytical Products Branch		d. Typed Name and Title of Second-Level Supervisor Nancy Wentworth, Director, Environmental Analysis Division			
b. Signature <i>Guy Tomassoni</i>	c. Date 7/17/08	e. Signature <i>Michael Flynn for NW</i>	f. Date 7/17/08		
10. OFFICIAL CLASSIFICATION CERTIFICATION					
a. <input type="checkbox"/> This position has no promotion potential.		<input checked="" type="checkbox"/> If position develops as planned and employee progresses satisfactorily, this position has known promotion potential to grade: GS-13		b. Fair Labor Standards Act <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Exempt	
c. Functional Code <i>0014</i>	d. Check, if applicable: <input type="checkbox"/> Medical Monitoring Required <input type="checkbox"/> Extramural Resources Management Duties (<i>15</i> % of time) <input type="checkbox"/> This position is subject to random drug testing ()		e. Signature <i>Jean Alegria</i>		f. Date 8/11/08
11. REMARKS STATEMENT OF DIFFERENCE <i>m/r</i>					

EPA Form 3150-1 (Rev 3/2006) (WebForms v2.3)



Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employees time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name Matthew Klasen	This position has no extramural resources management responsibilities.
Position Number	<input checked="" type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title Environmental Protection Spec	Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade GS-0028-11	Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>OEI/OIAA/EAD/APB</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature <u>[Signature]</u>	Date <u>7/17/08</u>
Personnel Specialist's Signature <u>[Signature]</u>	Date <u>8/1/08</u>

Part 1. Contracts Management Duties

Pre-award: <input type="checkbox"/> Plans Procurements <input type="checkbox"/> Estimates Costs <input type="checkbox"/> Obtains funding commitments <input type="checkbox"/> Prepares procurement requests <input type="checkbox"/> Writes statements of work <input type="checkbox"/> Reviews statements of work <input type="checkbox"/> Processes unsolicited proposals <input type="checkbox"/> Responds to pre-award inquiries <input type="checkbox"/> Participates in pre-award conferences <input type="checkbox"/> Conducts technical evaluation of proposals <input type="checkbox"/> Participates in debriefing/protests <input type="checkbox"/> Other (lists) _____	<input checked="" type="checkbox"/> Monitors management and performance of delivery orders/work assignments after award <input checked="" type="checkbox"/> Defines scope of work for work assignments <input type="checkbox"/> Approves payment requests of ACH drawdowns <input type="checkbox"/> Manages cost-reimbursement contracts <input checked="" type="checkbox"/> Reviews invoices <input checked="" type="checkbox"/> Inspects and accepts deliverables <input type="checkbox"/> Other (list) _____
Post-award: <input type="checkbox"/> Prepares delivery orders <input checked="" type="checkbox"/> Reviews contractor work plans <input checked="" type="checkbox"/> Reviews contractor progress reports <input type="checkbox"/> Monitors government-furnished property <input checked="" type="checkbox"/> Monitors cost, management, and overall technical performance of contract after award	Close-out: <input type="checkbox"/> Writes reports on contractor performance, costs, and tasks performed <input type="checkbox"/> Reconciles payments with work performance <input type="checkbox"/> Closes-out payments <input type="checkbox"/> Performs cost accounting <input type="checkbox"/> Provides assistance to Contracting Officer in settling claims <input type="checkbox"/> Other (list) _____
Percentage of Time Spent on Contracts Management <div style="display: flex; align-items: center; justify-content: flex-end;"> <div style="border-bottom: 1px solid black; width: 50px; text-align: center;">15</div> <div style="margin-left: 10px;">%</div> </div>	

Continued



Part 2. Grants/Cooperative Agreements Duties

Pre-application/Application:

- Prepares solicitation for proposals
- Identifies potential grantees for area of program emphasis
- Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.)
- Provides administrative information to applicants
- Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant
- Assists applicant in resolving issues in application
- For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement
- Negotiates level of funding
- Conducts site visits to evaluate program capability
- Serves as resource to Selection Panel
- Informs applicants of funding decisions
- Other (list)

Award:

- Prepares funding package, including Decision Memorandum
- Obtains concurrences/approvals
- Reviews/concurs in completed document
- Establishes project file
- Other (list)

Project Management/Administration:

- Monitors recipient's activities and progress
- Reviews reports and deliverables and notifies recipient of comments
- Provides technical assistance to recipients

Part 3. Interagency Agreements Duties

Pre-Agreement:

- Plans and negotiates work effort
- Estimates costs
- Obtains funding commitments
- Prepares commitment notice
- Writes or reviews scope of work
- Responds to pre-agreement inquiries
- Participates in pre-agreement conferences
- Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs)
- Negotiates and ensures execution of Superfund State Contracts (Superfund only)
- Performs technical evaluation of work plan and budget
- Prepares funding package and obtains necessary concurrences
- Other (list)

Project Management/Administration:

- Reviews progress reports/financial reports

- Advises Grants Management Office of potential problems/issues
- Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions
- Approves payments requests or ACH drawdowns
- Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office
- Negotiates amendments
- Reviews Cost/Price/Analysis for recipient contracts/change orders (Superfund only)
- When necessary, recommends termination of the agreement
- Resolves with Grants Management Office administrative and financial issues
- Conducts periodic reviews to ensure compliance with agreement
- Other (list)

Close-out:

- Certifies deliverables were satisfactory and timely
- Provides assistance to recipients and Grants Management Office to ensure timely close-out
- Reconciles payment with work performed
- Notifies recipient of close-out requirements
- Obtains legal assistance if necessary to resolve incomplete close-out
- If project is audited, responds to issues and ensures recipient complies with audit recommendations
- Other (list)

Percentage of Time Spent on Grants/Cooperative Agreements Management

0 %

- Monitors cost management and overall technical performance
- Participates in decisions about project modification/termination
- Conducts periodic review of Superfund State Contracts payments receipts (Superfund only)
- Inspects and accepts deliverables
- Other (list)

Close-out:

- Reviews final report
- Decides on disbursement of equipment
- Reconciles payments with work performed
- Reviews Superfund State Contracts to ensure full reimbursement (Superfund only)
- Certifies deliverables
- Resolves close-out issues with Grants Management Office/other agency
- Other (list)

Percentage of Time Spent on Interagency Agreements Management:

0 %



ROUTING AND TRANSMITTAL SLIP

Date

07/15/08

TO: (Name, office symbol, room number,
building, Agency/Post)

Initials Date

1. Guy Tomassoni

MT

7/17/08

2. Nancy Wentworth

NW

7/17/08

3. Mike Flynn

MF

7/17/08

4. Colleen Baggett

CB

5. Doris Thompson

Bob Trest

6. Team Vegas

7.

8.

9.

10.

<input type="checkbox"/> Action	<input type="checkbox"/> File	<input type="checkbox"/> Note and Return
<input type="checkbox"/> Approval	<input type="checkbox"/> For Clearance	<input type="checkbox"/> Per Conversation
<input type="checkbox"/> As Requested	<input type="checkbox"/> For Correction	<input type="checkbox"/> Prepare Reply
<input type="checkbox"/> Circulate	<input type="checkbox"/> For Your Information	<input type="checkbox"/> See Me
<input type="checkbox"/> Comment	<input type="checkbox"/> Investigate	<input checked="" type="checkbox"/> Signature
<input type="checkbox"/> Coordination	<input type="checkbox"/> Justify	

REMARKS

Title Change for Matthew Klasen (Reassignment)

DO NOT use this form as a RECORD of approvals, concurrences, disposals,
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Colleen Baggett OE/OIA/EAD

Room No. - Bldg.
5322E

Phone No.
(202) 566-0611

OPTIONAL FORM 41 (Rev. 1-94)
Prescribed by GSA



**Environmental Protection Specialist
GS-028 - 11**

INTRODUCTION

This position is located in the Office of Environmental Information (OEI), Office of Information Analysis and Access (OIAA), Environmental Analysis Division (EAD), Analytical Products Branch (APB).

Office of the Assistant Administrator for Environmental Information and Chief Information Officer (OEI) – OEI supports the Agency's mission by integrating high-quality environmental information to make it useful for informing decisions, improving information analyses, documenting performance, and measuring success. OEI, in consultation with its many internal and external stakeholders and partners, establishes and oversees information policies and procedures to address the concerns of local, state, and federal government agencies; tribes; the regulated community; interest groups; the general public; and EPA managers and staff.

Office of Information Analysis and Access (OIAA) – OIAA, under the supervision of an Office Director (OD) and Deputy OD, is responsible for the development and implementation of policies for improving public access to environmental information. It serves as the Agency focal point for issues related to information access.

Environmental Analysis Division (EAD) – EAD, under the supervision of a Director, is the Agency focal point for developing relationships and important partnerships in areas such as: indicator development and reporting, health analysis and access, electronic tool and application design, hazard assessment, emerging science and technology assessment, statistical consultation, and economic analysis.

Analytical Products Branch (APB) – APB, under the supervision of a Chief, is the Agency focal point for indicator development and reporting support services, analysis to understand the relationship between environment and health, and analytical tool design. This position supports environmental indicator development and reporting and other high-visibility, high-priority projects including EPA's Report on the Environment and the Commission for Environmental Cooperation (CEC) State of North America report.

MAJOR DUTIES AND RESPONSIBILITIES

The incumbent serves as an environmental protection specialist that helps evaluate the effectiveness of information access programs and the productivity and efficiency of the management of Federal agencies. In this capacity, the incumbent performs the following duties and responsibilities:



- Assists in the development, execution, and monitoring of environmental protection plans and programs, and the development and review of related work assignments and other requests for proposals.
- Reviews, analyzes and recommends modifications to plans to implement various provisions of Federal environmental standards, inter-agency and international agreements, and Agency priorities.
- Maintains continuous awareness of environmental issues and policies and scientific developments nationally and internationally.
- Develops and analyzes data for use in the geographical display of information and development of reports for distribution within and outside EPA.
- Works with Agency programs to develop and review environmental indicators that are scientifically credible, appropriate, and effective for use in communications and decision-making.
- Prepares and delivers briefings. Coordinates input from project collaborators and presents to internal management and peers.
- Reviews, analyzes and coordinates preparation of summaries, progress reports, and framework documents highlighting information and issues pertaining to reporting of environmental conditions and trends.
- Assists in the development of papers and other products. Manages peer review of draft products and coordinates submission of final products for publication in journals and for use at professional meetings and symposiums.
- Performs other duties as assigned.



FACTOR 1: Knowledge Required by the Position Level 1-7 1250 points

Knowledge of a wide range of qualitative and/or quantitative methods for the assessment and improvement of program effectiveness or the improvement of complex management processes and systems. Knowledge of the range of administrative laws, policies, regulations, and precedents applicable to the administration of one or more important public programs. Knowledge of agency program goals and objectives, the sequence and timing of key program events and milestones, and methods of evaluating the worth of program accomplishments. Skill to plan, organize, and direct team study work to to negotiate effectively with management to accept and implement recommendations where the proposals involve substantial agency resources, require extensive changes in established procedures, or may be in conflict with the desires of the activity studied.

FACTOR 2: Supervisory Controls Level 2-4 450 points

The supervisor provides administrative analysis and evaluation of programs and issues, the employee is subject to administrative and policy direction concerning overall project priorities and objectives. Direction may be delegated responsibility and authority to plan, schedule, and carry out major projects concerned with the analysis and evaluation of programs or organizational effectiveness. Analyses, evaluations and recommendations developed by the employee are normally reviewed by management officials for effectiveness in meeting the requested requirements.

FACTOR 3: Guidelines Level 3-3 275 points

Guidelines consist of basic administrative policy statements concerning the issue or problem being studied, and may include reference to pertinent legislative history, related court decisions, state and local laws or policy, or policy initiatives of agency management. The employee uses judgment and discretion in determining intent, and in interpreting and revising existing policy and regulatory guidance for use by others within or outside the employing organization.

FACTOR 4: Complexity Level 4-4 225 points

Analyzes interrelated issues of effectiveness, efficiency, efficiency and productivity of substantive mission-oriented programs. Develops detailed plans, goals, and objectives for the implementation and administration of the program, and/or develops criteria for evaluating the effectiveness of the program. Decisions concerning planning, organizing and conducting studies are complicated by conflicting program goals and objectives. Assignments are complicated by the need to deal with subjective concepts, the quality and quantity of actions are measurable primarily in predictive terms, and findings and conclusions are highly subjective and not readily susceptible to verification through replication of study methods or reevaluation of results. Options, recommendations, and conclusions take into account and give appropriate weight to



uncertainties about the data and other variables which affect long-range program performance.

FACTOR 5: Scope and Effect **Level 5-3** **150 points**

Analyzes and evaluates major administrative aspects of substantive mission-oriented programs. Develops long-range program plans, goals, objectives, and milestones or evaluates the effectiveness of programs conducted throughout an agency, or a regional structure of equivalent scope. Identifies and develops ways to resolve problems or cope with issues which directly affect the accomplishment of principal program goals and objectives. Develops new ways to resolve major administrative problems or plans the most significant administrative and management aspects of professional or scientific programs. Develops administrative regulations or guidelines for the conduct of program operations or new criteria for measuring program accomplishments.

FACTOR 6: Personal Contacts **Level 6-3** **60 points**

Contacts are with persons outside the agency which may include consultants, Contractors, or business executives in a moderately unstructured setting. Contacts may also include the head of the employing agency or program officials several managerial levels removed from the employee when such contacts occur on an ad-hoc basis.

FACTOR 7: Purpose of Contacts **Level 7-2** **60 points**

The purpose of contacts is to justify or settle matters involving significant or controversial issues; e.g., recommendations affecting major programs, dealing with Substantial expenditures, or significantly changing the nature and scope of organizations.

FACTOR 8: Physical Demands **Level 8-1** **5 points**

The work is primarily sedentary, although some slight physical effort may be required.

FACTOR 9: Work Environment **Level 9-1** **5 points**

Work is typically performed in an adequately lighted and climate controlled Office. May require occasional travel.

TOTAL POINTS = 2470

